

# City Civil Registrar's Office External Services





## 1. Timely Registration of Certificates of Live Birth

The Certificate of Live Birth (COLB) of a child must be registered with the Local Civil Registrar's Office (LCRO) within 30 days from the date of birth. Please be advised that it is the parents' responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	City Civil Registrar's Office				
Classification:	Simple				
Type of Transaction:	G2C – Government to Citizen				
Who may avail:		Individuals whose children were born in the City of San Pedro, Laguna			
CHECKLIST OF REQUIF	REMENTS	WHERE TO SECURE			
1. Original COLB, with all a fields, duly accomplished a by the birth-attendant and (Quadruplicate)	and signed	Birth-attendant			
2. Valid government-issued parent/s whose names app COLB. (2 originals and 4 peach)	pear on the hotocopies	Client's Personal File			
Additional, if parents are					
1. PSA Certificate of Marria parents, as appearing on the for registration. (1 original photocopies)	he COLB	Philippine Statistics Authority Outlet			
Additional, if parents are unmarried, but elect for the child to use the father's last					
name:					
Attachment-format Affide Surname of the Father (AL accomplished by the mother)	JSF), duly er, and	City Civil Registrar's Office of San Pedro/Birth- Attendant (AUSF)			
notarized by a notary publi originals)	c. (4	Notary Public (Notarial Service)			
2. Community Tax Certification parent/s. (1 original)		Treasury Office of the city/municipality where the parents are residents			
Additional, if representat					
1. Authorization letter executive either parent whose name on the COLB for registration indicating specific quantities the representative is authorized and carry-out.	appears on, duly es and acts orized to	Client's Personal File			
2. Valid government-issued parent/s and representative names appear on the COL	e whose	Client's Personal File			





Authorization Letter. (2 originals and 2 photocopies each)

CLIENT STEPS  AGENCY ACTION  To be placed by the part of the window for assessment and wait for your name to be called.  1. Check for completeness of commentary requirements and completeness of entry fields.  1. Check for completeness of entry fields.  1. Check for completeness of entry fields.  1. Check for correctness of entries and sign as received, if deemed no corrections are needed.  1.2 Final assessment and signature, denoting the order to assign a registry number.  1.3 Assign registry number.  1.3 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.  2. Once called, proceed to the window to retrieve the duly registered COLB.  TOTAL:  None  None  1. Check for corrections are needed.  None  1.0 minutes  Local Legislative Staff Officer I Or Resords Officer I Or Resords Officer I Or Assistant Registration Officer Or Clerk IV LCRO  Assistant Registration IV Or Clerk IV LCRO  Assistant Registration IV Or Clerk IV LCRO  Assistant Registration Officer Or Job Order LCRO					
applicable requirements at the window for assessment and wait for your name to be called.  1.1 Check for correctness of entry fields.  1.2 Final assessment and signature, denoting the order denoting the order to assign a registry number.  1.3 Assign registry number.  1.3 Assign registry number to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.  2. Once called, proceed to the window to retrieve the duly registered COLB.		AGENCY ACTION	то ве		
your name to be called.  1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.  1.2 Final assessment and signature, denoting the order to assign a registry number.  1.3 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.  2. Once called, proceed to the window to retrieve the duly registered COLB.	applicable requirements at the window for assessment	completeness of documentary requirements and completeness of	None	5 minutes	Officer Or Job Order
and signature, denoting the order to assign a registry number.  1.3 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.  2. Once called, proceed to the window to retrieve the duly registered COLB.  Assign registry None assignment of the window to retrieve the duly registered COLB.  Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV LCRO  Assistant Registration Officer Or Job Order LCRO  S minutes of minutes	your name to	correctness of entries and sign as received, if deemed no corrections are	None	10 minutes	Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer Or Clerk IV
numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.  2. Once called, proceed to the window to retrieve the duly registered COLB.  Officer Or Job Order LCRO  S minutes  Assistant Registration Officer Or Job Order LCRO  Officer Or Job Order LCRO  LCRO		and signature, denoting the order to assign a registry	None	5 minutes	Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV
called, proceed to the window to retrieve the duly registered COLB.  identification and release the client's the client's copy.  Officer Or Job Order LCRO		numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client	None	20 minutes	Officer Or Job Order
TOTAL: None 45 Minutes	called, proceed to the window to retrieve the duly registered	2. Check claimant for identification and release the client's	None	5 minutes	Officer Or Job Order
		TOTAL:	None	45 Minutes	





#### Notes:

- If the **parents are married** or in cases where **no father is declared**, do not fill-in anything at the back page of the COLB.
- If the **parents are unmarried**, fill in the Affidavit for Admission of Paternity at the upper portion of the back page of the COLB. Only the father shall enter his name and affix his signature. Leave the fields for the mother blank.





## 2. Delayed Registration of Certificates of Live Birth

This service covers registrations of birth with the Local Civil Registrar's Office beyond the reglementary 30-days from the date of birth. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

	Office/Division:	City Civil Registrar's Office				
ı	Classification:	Highly-technical				
	Type of Transaction:	G2C – Government to Citizen				
	Who may avail:		whose children were born in the City of San			
			una, and have yet to register said births, to date.			
	CHECKLIST OF REQUIR		WHERE TO SECURE			
	1. Original COLB, with all					
	fields, duly accomplished		Birth-attendant			
	by the birth-attendant and	parent.				
	(Quadruplicate)					
	2. Valid government-issue					
	parent/s whose names ap		Client's Personal File			
	the COLB. (2 originals and	<b>1</b> 4				
	photocopies each)	tha				
	3. Baptismal Certificate of document-owner or its cou					
	other religions. (1 original		Client's Personal File			
	photocopies)	and Z				
	4. Form 137 (Elementary/	High				
	School) or Transcript of R					
	document-owner. (1 origin		Client's Personal File			
	photocopies)	iai aira 2				
Ì	5. Immunization Record/B	aby Book				
	of document-owner. (1 ori		Client's Personal File			
	photocopies)	J				
	6. Community Tax Certific	ate of	Treasury Office of the city/municipality where the			
	parent/s. (1 original)		parents are residents			
	Additional, if parents are					
	1. PSA Certificate of Marr					
	parents, as appearing on		Philippine Statistics Authority Outlet			
	for registration. (1 original	and 4	Timppine Stationes Marienty Sallet			
	photocopies)					
	Additional, if parents are unmarried, but elect for the child to use the father's last					
		lovit to				
			City Civil Registrar's Office of San Pedro/Birth-			
		,	Attendant (AUSF)			
			REAL			
	originals)	public. (4	Notary Public (Notarial Service)			
	Additional, if parents are unmarried name:  1. Attachment-format Affidavit to Use Surname of the Father (AUSF), duly accomplished by the mother, and notarized by a notary public (4)		City Civil Registrar's Office of San Pedro/Birth- Attendant (AUSF)			





	cument-owner is 7 e the father's last n	•	and over, but b	elow 18 years of age,	
1. Attachment-for Use Surname of accomplished by originals)	the Father, duly	City Civil Registrar's Office of San Pedro			
2. Attachment-for Attestation, exec mother. (4 original	uted by the child's als)		l Registrar's Office	e of San Pedro	
Additional, if do	cument-owner is o	f legal ag	e:		
1. Voter's Registroriginal and 4 ph		Commis registere		where the client is a	
2. PhilHealth Me Record (1 origina photocopies)		PhilHeat	h		
3. Community Ta			Office of the city.	/municipality where the dent	
For married dod	, , ,				
1. PSA Certificate original and 4 ph	e of Marriage (1	Philippin	e Statistics Autho	ority Outlet	
Additional, if re	. ,				
either parent who on the COLB for indicating specific acts the represer	1. Authorization letter executed by either parent whose name appears on the COLB for registration, duly indicating specific quantities and acts the representative is authorized to secure and carry-out.		Client's Personal File		
_	resentative whose n the COLB and tter. (2 originals	Client's Personal File			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all applicable requirements at the window for assessment and wait for your name to	1. Check for completeness of documentary requirements and completeness of entry fields	None	5 minutes	Process Server Or Job Order LCRO	
be called.	1.1 Check for correctness of entries and sign as received, if deemed no	None	10 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or	
-10	corrections are needed.			Clerk IV LCRO	





2. Once document-owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	5 minutes	Assistant Registration Officer Or Job Order LCRO
	2.1 Commence the 10-day mandatory posting for delayed registrations on the following day at the Civil Registry Bulletin Board, pursuant to Rule 12 of Administrative Order No. 1 s. 1993 issued by the Civil Registrar General.	None	10 days and 15 minutes	Assistant Registration Officer Or Job Order LCRO
	2.2 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.	None	15 minutes	Assistant Registration Officer Or Job Order LCRO
	2.3 Final assessment and signature, denoting the order to assign a registry number.	None	5 minutes	Local Civil Registrar; Local Legislative Staff Ofifcer III Or Records Officer I Or Bookbinder IV Or Assistant Registration IV Or Clerk IV LCRO
	2.4 Assign registry numbers to legal instruments and the COLB itself, coding of statistical portion and segregation of PSA, LCRO,	None	20 minutes	Assistant Registration Officer Or Job Order LCRO





3. Present your claim stub to retrieve the duly registered COLB.	client copies.  3. Check claimant for identification and release the client's copy.	None	5 minutes	Process Server Or Job Order LCRO
	TOTAL:	None	10 days, 1 hour and 20 minutes	

#### Note/s:

The Affidavit for Delayed Registration must be duly accomplished by the following person/s, on the corresponding conditions:

.

Either parent of the document-owner.	If the document-owner is below 18 years of age.
The document-owner or their spouse.	If the document-owner is 18 years of age or older.
Nearest surviving kin, as defined in R.A. 9994: Nearest surviving relative refers to the legal spouse who survives the deceased senior citizen: Provided, that where no spouse survives the decedent, this shall be limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts.  Proof of kinship may be required.	If the document-owner is deceased.

- If the parents are married or in cases where no father is declared, do not fill-in anything at the back page of the COLB.
- If the parents are unmarried, refer to the table below for conditions in fillingin the Affidavit for Admission/Acknowledgement of Paternity at the upper portion of the back page of the COLB:

For births occurring <b>before</b> August 3, 1988.	Completely fill-out the Affidavit for Admission/Acknowledgement of Paternity.
For births occurring <b>on or after</b> August 3, 1988.	Only the father shall enter his name and affix his signature. Leave the fields for the mother blank.

 Personal appearance of the child who is 7 years and over, but below 18 years of age, as well as that of the parent to attest the child's statement shall be required for the administration of oath by the Civil Registrar.





### 3. Timely Registration of Certificates of Marriage

The Certificate of Marriage (COM) of persons must be registered with the Local Civil Registrar's Office (LCRO) within 15 days (if with marriage license), or 30 days (if under Article 34 of the Civil Code), from the date of the marriage ceremony. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	Office/Division: City Civil Registrar's Office					
Classification:	Simple					
Type of Transaction:	G2C – Government to Citizen					
Who may avail:		s whose marriages were solemnized in the City of				
	San Pedro					
CHECKLIST OF REQUIR		WHERE TO SECURE				
1. Original COM, with all ap						
fields, duly accomplished a		Wedding Officiant				
by the contracting parties, o						
and witnesses. (Quadruplic 2. Valid government-issued						
the contracting parties who						
appear on the COM. (2 original contracting parties who		Client's Personal File				
contracting party and 4 pho		Olichit 3 i Craonal i ilc				
each)						
3. Valid License to Solemn	ize of the					
officiant who solemnized th	e	Wedding Officiant				
wedding. (1 photocopy)						
Additional, if marriage was solemnized with valid marriage license:						
	Marriage License (1 original) Client's Personal File					
	Additional, if marriage was solemnized under Article 34 of the Civil Code:					
1. Affidavit of Cohabitation	(4	Client's Personal File				
originals)						
	Additional, if marriage was solemnized outside the chambers of a judge, open					
court, church premises, c		Office:				
1. Notarized written reques						
addressed to the solemnizi that the marriage be solem						
requested to be held at a h		Client's Personal File				
place designated by the co						
parties. (1 original and 4 ph						
2. Solemnizing Officer's res						
letter to the notarized writte	•	Solemnizing Officer				
(1 original and 4 photocopic	•	, and the second				
Additional, if representati	ive:					
1. Authorization letter exec						
either of the contracting pa		Client's Personal File				
whose name appears on the	e COM					





for registration, duly indicating	
specific quantities and acts the	
representative is authorized to	
secure and carry-out.	
2. Valid government-issued I.D.'s of	
the contracting party/ies and	
representative whose names appear	Client's Personal File
on the COM and Authorization	Client's Personal File
Letter. (2 originals and 2	
photocopies each)	
	FFFO

photocopies each)					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all applicable requirements at the window for assessment and wait for	Check for completeness of documentary requirements and completeness of entry fields.	None	10 minutes	Messenger Or Job Order LCRO	
your name to be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	15 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO	
	1.2 Final assessment and signature, denoting the order to assign a registry number.	None	10 minutes	Local Civil Registrar; Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO	
	1.3 Assign registry numbers to legal instruments and the COM itself, coding of statistical portion and segregation of PSA, LCRO, officiant and client copies.	None	20 minutes	Messenger Or Job Order LCRO	
2. Once called, proceed to the window	2. Check claimant for identification and release the client's copy.	None	5 minutes	Messenger Or Job Order LCRO	
to retrieve the duly registered				16	





COM.				
	TOTAL:	None	1 Hour	

## Notes:

- If the marriage was solemnized with a valid marriage license, do not fill-in anything at the back page of the COM.
- If the marriage was solemnized under Article 34 of the Civil Code, duly accomplish and have notarized, the Affidavit of the Solemnizing Officer at the upper back portion of the COM.





## 4. Delayed Registration of Certificates of Marriage

This service covers registrations of marriages with the Local Civil Registrar's Office beyond the reglementary 15 and 30 days from the date of marriage for marriages solemnized with a valid marriage license or under Article 34 of the Civil Code, respectively. Please be advised that it is the registrant's responsibility to ensure that any and all spellings declared in the documents submitted are true and correct. Once the documents have been signed by the informant and/or affiant, any and all entries therein are deemed attested to be true and correct. Employees may only check for correctness of accomplishment of the forms.

Office/Division:	City Civil Registrar's Office			
Classification:	Highly-technical			
Type of Transaction:	G2C - Gove	ernment to Citizen		
Who may avail:		ndividuals whose marriages were solemnized in the City of San Pedro, Laguna		
<b>CHECKLIST OF REQUIF</b>	REMENTS	WHERE TO SECURE		
1. Original COM, with all a				
fields, duly accomplished by the contracting parties and witnesses. (Quadrupl	officiants	WHERE TO SECURE  Wedding Officiant  Client's Personal File  Wedding Officiant  mized with valid marriage license:  Client's Personal File  nized under Article 34 of the Civil Code:  Client's Personal File  nized outside the chambers of a judge, open 's office:		
2. Valid government-issue				
the contracting parties whappear on the COM. (2 or contracting party and 4 pheach)	ose names iginals per notocopies	Client's Personal File		
3. Valid License to Solem officiant who solemnized wedding. (1 photocopy)	the			
Additional, if marriage was solemnized with valid marriage license:				
1. Valid Marriage License (1 original)				
		zed under Article 34 of the Civil Code:		
Affidavit of Cohabitation originals)	· ·			
court, church premises,		office:		
1. Notarized written request addressed to the solemnizing officer that the marriage be solemnized is requested to be held at a house or place designated by the contracting parties. (1 original and 4 photocopies)		Client's Personal File		
2. Solemnizing Officer's reletter to the notarized writ (1 original and 4 photocopy	ten request. pies)	Solemnizing Officer		
Additional, if representa		Client's Personal File		
1. Authorization letter exe	cuted by	Client's Personal File		





either of the contracting parties
whose name appears on the COM
for registration, duly indicating
specific quantities and acts the
representative is authorized to
secure and carry-out.
O Malid was sample and inqued I Dia of

2. Valid government-issued I.D.'s of the contracting party/ies and representative whose names appear on the COM and Authorization Letter. (2 originals and 2 photocopies each)

Client's Personal File

(2 originals and 2 photocopies each)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all applicable requirements at the window for assessment and wait for your name to	1. Check for completeness of documentary requirements and completeness of entry fields	None	10 minutes	Messenger Or Job Order LCRO
be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	15 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
2. Once document-owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	10 minutes	Messenger Or Job Order LCRO
	2.1 Commence the 10-day mandatory posting for delayed registrations on the following day at the Civil Registry Bulletin Board, pursuant to Rule 12 of	None	10 days and 15 minutes	Messenger Or Job Order LCRO
405	Administrative Order No. 1 s.			16





33	TOTAL:	None	10 days, 1 hour and 40 minutes	
3. Present your claim stub to retrieve the duly registered COM.	3. Check claimant for identification and release the client's copy.	None	5 minutes	Messenger Or Job Order LCRO
	numbers to legal instruments and the COM itself, coding of statistical portion and segregation of PSA, LCRO, officiant and client copies.			Order LCRO
	denoting the order to assign a registry number.  2.4 Assign registry	None	20 minutes	Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO  Messenger Or Job
	day of posting.  2.3 Final assessment and signature,	None	10 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records
	2.2 Retrieve posted documents on the day following the 10 <sup>th</sup>	None	15 minutes	Messenger Or Job Order LCRO
1	1993 issued by the Civil Registrar General.			

#### Note/s:

- The Affidavit for Delayed Registration must be duly accomplished by either of the contracting parties or the officiant and notarized.
- If the marriage was solemnized under Article 34 of the Civil Code, duly accomplish and have notarized, the Affidavit of the Solemnizing Officer at the upper back portion of the COM.





## 5. Timely Registration of Certificates of Death

The Certificate of Death (COD) must be registered with the Local Civil Registrar's Office (LCRO) within 30 days from the date of death by the nearest surviving kin of the decedent.

Office/Division:		City Civi	l Registr	ar's Office		
Classification:		City Civil Registrar's Office Simple				
Type of Transac	ction:	G2C – Government to Citizen				
					curred within the City of	
Who may avail:		San Ped				
CHECKLIST OF			WHERE TO	SECURE		
REQUIREMENTS  1. Original COD, with all applicable						
fields, duly accor			A 44 a 15 al			
signed by the ne				`	occurred in a hospital)	
attendant, City F		er,			l Service (if death did	
medico-legal offi			not occ	cur in a hospital)		
embalmer, if app	olicable.					
(Quadruplicate)		J I D '-				
2. Valid governm			Ol: 11	Demonstrat		
of informant. (1 of	original an	u Z	Client's	s Personal File		
photocopies)	.40.00	- not	ef a wee a st	on the decedent		
		s not pei	rormea	on the decedent:		
1. Waiver of Auto			Clienti			
notarized (1 orig	inai and 1		Client's Personal File / Notary Public			
photocopy)  Additional if the client is not the					decedent of defined	
Additional, if the client is not the no				surviving kin of the	decedent, as defined	
in R.A. 9994: 1. Affidavit of Kir	achin atatir	a that				
the client is the r	•	•	Cliont's	- Porconal File / Nota	ny Bublio	
kin of the decede		vivilig	Clients	Client's Personal File / Notary Public		
Additional, if re		ive.				
1. Authorization						
the nearest surv						
indicating specifi			Client's Personal File			
acts the represe	•	Jana	Clicitis Feisoliai File			
authorized to se		arry-out				
2. Valid governm						
of the nearest of		a 1.D. 0				
representative w		es				
appear as inform			Client's	s Personal File		
and Authorizatio						
originals and 2 photocopies each)						
I I I I I I I I I I I I I I I I I I I			FEES			
CLIENT	AGEN	CY	TO	PROCESSING	PERSON/S	
STEPS	ACTIO		BE	TIME	RESPONSIBLE	
			PAID			
1. Submit all 1	. Check fo	r	None	5 minutes	Messenger Or Job	
applicable c	ompletene	ess of			Order	





COD.	TOTAL:	None	40 Minutes	
the duly registered COD.				
proceed to the window to retrieve	and release the client's copy.			LCRO
2. Once called,	2. Check claimant for identification	None	5 minutes	Messenger Or Job Order
	and segregation of PSA, LCRO, attendant and client copies.			
	1.3 Assign registry number to the COD, coding of statistical portion	None	15 minutes	Messenger Or Job Order LCRO
	assessment and signature, denoting the order to assign a registry number.			Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
	1.2 Final	None	5 minutes	Local Civil Registrar;
and wait for your name to be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	10 minutes	Local Legislative Staff Officer III Or Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
requirements at the window for assessment	documentary requirements and completeness of entry fields.			LCRO





## 6. Delayed Registration of Certificates of Death

This service covers registrations of death with the Local Civil Registrar's Office beyond the reglementary 30 days from the date of death.

Office/Division:	City Civil Re	gistrar's Office	
Classification:	City Civil Registrar's Office Highly-technical		
Type of Transaction:	<u> </u>	ernment to Citizen	
Who may avail:		whose relatives' death occurred within the City of	
<b>CHECKLIST OF REQUIR</b>		WHERE TO SECURE	
1. Original COD, with all a			
fields, duly accomplished and signed by the nearest of kin, attendant, City Health Officer, medico-legal officer and embalmer, if applicable. (Quadruplicate)		Attendant at Death (if death occurred in a hospital) or City Health Office/Funeral Service (if death did not occur in a hospital)	
2. Valid government-issue informant. (1 original and 2 photocopies)		Client's Personal File	
3. Sworn Statement, duly and stating the facts of de and place of burial or cren the reason the death was registered within the regle period of registration. (1 or photocopies)	ath, date nation and not mentary riginal and 4	Client's Personal File / Notary Public	
4. Authenticated Certificat Burial/Cremation. (1 origin photocopies)		Entity that provided the burial/cremation services	
Additional, if autopsy wa	as not perfor	med on the decedent:	
1. Waiver of Autopsy, duly (1 original and 1 photocop		Client's Personal File / Notary Public	
Additional, if the client is in R.A. 9994:	not the nea	rest surviving kin of the decedent, as defined	
1. Affidavit of Kinship stati client is the nearest surviv the decedent.	ing kin of	Client's Personal File / Notary Public	
Additional, if representa			
<ol> <li>Authorization letter executed by the nearest surviving kin, duly indicating specific quantities and acts the representative is authorized to secure and carry-out.</li> <li>Valid government-issued I.D.'s of the nearest of kin and representative whose names appear as informant on the COD and Authorization Letter. (2 originals and 2 photocopies each)</li> </ol>		Client's Personal File	
		Client's Personal File	





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all applicable requirements at the window for assessment and wait for your name to	1. Check for completeness of documentary requirements and completeness of entry fields	None	5 minutes	Messenger Or Job Order LCRO	
be called.	1.1 Check for correctness of entries and sign as received, if deemed no corrections are needed.	None	10 minutes	Records Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO	
2. Once document-owner's name is called, approach the window to secure your claim stub.	2. Check claimant for identification and release the claim stub dated 12 days from the date of submission of complete requirements.	None	5 minutes	Messenger Or Job Order LCRO	
	2.1 Commence the 10-day mandatory posting for delayed registrations on the following day at the Civil Registry Bulletin Board, pursuant to Rule 12 of Administrative Order No. 1 s. 1993 issued by the Civil Registrar General.	None	10 days and 15 minutes	Messenger Or Job Order LCRO	
	2.2 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.	None	10 minutes	Messenger Or Job Order LCRO	
10	2.3 Final assessment and signature, denoting	None	5 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records	





	the order to assign a registry number.			Officer I Or Bookbinder IV Or Assistant Registration Officer or Clerk IV LCRO
	2.4 Assign registry numbers to legal instruments and the COD itself, coding of statistical portion and segregation of PSA, LCRO, attendant and client copies.	None	15 minutes	Messenger Or Job Order LCRO
3. Present your claim stub to retrieve the duly registered COD.	3. Check claimant for identification and release the client's copy.	None	5 minutes	Messenger Or Job Order LCRO
	TOTAL:	None	10 days, 1 hour and 10 minutes	

#### Note/s:

 The Affidavit for Delayed Registration must be duly accomplished by the person responsible for the registration of the COD and notarized.





## 7. Application for Marriage License

This covers the process of application for a marriage license, which a couple may then submit to any officiant duly authorized by the Philippine Statistics Authority as such.

Office/Division:	City Civil Pogistrar's Office
Classification:	City Civil Registrar's Office
	Highly-technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Couples with at least one resident of the City of San Pedro, who wish to secure a Marriage License.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 2x2 I.D. photos in	
white background (2	Client's Personal File
pcs)	
2. Certificate of	
Compliance with the	
Marriage Orientation (1	
original and 2	
photocopies)	
Or ,	Otto Boundation Commission
Certificate of Pre-	City Population Commission
Marriage Counselling	
(for applicants 18-24	
years old only) (1	
original and 2	
photocopies)	
3. PSA Certificate of	
Live Birth of applicant (1	
original and 2	Philippine Statistics Authority Outlet
photocopies)	
4. PSA Certificate of No	
Marriage (1 original and	Philippine Statistics Authority Outlet
2 photocopies)	
5. Community Tax	
Certificate from the	
applicant's place of	Treasury Office, City/Municipal Hall
residence (1 original	
and 2 photocopies)	
6. At least 2 valid	
government-issued	
I.D.'s of the applicant (1	Client's Personal File
original and 2	
photocopies)	
Additional, for foreign p	parties:
1. Counterpart of PSA	
Certificate of Live Rirth	
in the foreign applicant's	Counterpart of PSA in the foreign party's country of origin
country of origin (1	





original and 2	
photocopies)	
2. Legal Capacity to	
Contract Marriage (1	Foreign Service Office of the foreign party's country of origin,
original and 2	for release at the foreign embassy in the Philippines
photocopies)	
3. Passport (1 original	Client's Personal File
and 2 photocopies)	Client's Personal File
	parties with prior marriages dissolved:
1. Divorce Papers (1	
original and 2	Foreign court, where dissolution was processed
photocopies)	
Additional, for widowed	l foreign applicants:
1. Counterpart of PSA	
Certificate of Death of	
deceased spouse in the	
foreign applicant's	Counterpart of PSA in the foreign party's country of origin
country of origin (1	
original and 2	
photocopies)	
	applicants with prior marriages dissolved:
1. Court Decision,	<b>9</b>
Certificate of Finality,	
PSA Certificate of	
Marriage with	
Annotation, Judicial	Court where dissolution was processed/recognized
Decree of Absolute	Court Whole disselation was processed to seguine seguine
Divorce, Annulment or	
Nullity (1 original and 2	
photocopies)	
Additional, for widowed	Filipino Applicants:
PSA Certificate of	
Death of deceased	
spouse (1 original and 2	Philippine Statistics Authority Outlet
photocopies)	
. ,	applicants 18-21 years of age:
1. Parental Consent	
executed by a parent	
whose name appears	
on the applicant's COLB	City Civil Registrar's Office of San Pedro
(1 original and 2	
photocopies)	
2. Cedula of the parent	
to execute the Parental	Treasury Office, City/Municipal Hall
Consent	Treasury Office, Orty/Murificipal Fiall
3. At least 2 valid	
government-issued	Client's Personal File
I.D.'s of the parent to	Gliefit S Personal Pile
execute the Parental	
Consent	





	applicants 22-24 years of age:				
Parental Advice					
executed by a parent					
whose name appears	City Civil Registrar's Office of San Pedro				
on the applicant's COLE	City Civil Registral's Office of Garri edio				
(1 original and 2					
photocopies)					
2. Cedula of the parent					
to execute the Parental	Treasury Office, City/Municipal Hall				
Consent (1 original and	Treasury Office, Orty/Muricipal Fian				
2 photocopies)					
3. At least 2 valid					
government-issued					
I.D.'s of the parent to	Client's Personal File				
execute the Parental	Client's Personal File				
Consent (1 original and					
2 photocopies)					
Additional, if spelling inconsistencies are present on the above-listed documents:					
1. PSA Certificate of					
Live Birth, Marriage or					
Death of parents,	Philippine Statistics Authority Outlet				
children or siblings of	Philippine Statistics Authority Outlet				
applicants (1 original					
and 2 photocopies)					
2. Baptismal Certificate					
or equivalent of					
applicant, their parents	Policious establishment where the coromony was held				
or their siblings (1	Religious establishment where the ceremony was held				
original and 2					
photocopies)					
3. Form 137					
(Elementary/High					
School) / Transcript of	School attended by the decument owner				
Records of applicant (1	School attended by the document-owner				
original and 2					
photocopies)					

priotocopios)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Personally appear before the City Civil Registrar's Office and submit all applicable documentary requirements.	1. Check for completeness of documentary requirements and consistency of information across all documents submitted.	None	10 minutes	Clerk IV or Job Order LCRO
10	1.1 If documents are approved for	None	10 minutes	Clerk IV or Job Order LCRO





1.1 Accomplish Marriage License Application Form, according to instructions provided by the responsible employee.	acceptance, instruct the applicants to accomplish the Application for Marriage License Form.			
1.2 Submit the accomplished Marriage License Application Form for checking.	1.2 Check accomplishment of Application Form, and once found to be correctly accomplished, endorse the applicants to the City Civil Registrar.	None	10 minutes	Clerk IV or Job Order LCRO
1.3 Swear in, before the Civil Registrar, as pertains to the truth and veracity of information supplied.	1.3 Administer oath to applicants.	None	10 minutes	Local Civil Registrar LCRO
2. Pay for the Marriage License Fees and collect your claim stub.	2. Issue order of payment and instruct applicants to pay the required fees at the Treasure Office.	PHP 650.00 (Filipinos) / PHP 1,000.00 (Foreign)	10 minutes	Clerk IV or Job Order LCRO
	2.1 Prepare the Marriage License claim stub.	None	5 minutes	Clerk IV or Job Order LCRO
402	2.2 Release the Marriage License Claim Stub to the	None	5 minutes	Clerk IV or Job Order LCRO





	applicants.			
	2.3 Commence the 10-day posting of the Marriage License Application on the next working day following the date of application. (Article 63 of the Civil Code of the Philippines)	None	10 days and 15 minutes	Clerk IV or Job Order LCRO
	2.4 On the next working day following the last day of posting, retrieve the posted documents	None	10 minutes	Clerk IV or Job Order LCRO
	2.5 Prepare the Marriage License and endorse to the Civil Registrar for approval.	None	15 minutes	Clerk IV or Job Order LCRO
	2.6 Verify that no adverse claims were made on the application and approve or annotate with findings.	None	10 minutes	Local Civil Registrar LCRO
	2.7 Once approved, assign a registry number and segregate office and client copies.	None	15 minutes	Clerk IV or Job Order LCRO
3. Present your claim stub to retrieve the duly	3. Check claimant for identification and release the	None	5 minutes	Clerk IV or Job Order LCRO
registered COM.	client's copy.	HER		16
	TOTAL:	PHP	10 Days, 2	





650.00 (Filipinos) / PHP 1,000.00	hours and 10 minutes	
(Foreign)		

#### Notes:

- All documentation not in the English language (E.G., German/Indonesian) and/or not in Roman Characters (E.G. Korean/Chinese) must be translated to English by a translator, duly recognized by the agency issuing the document translated.
- The rule on counting of the posting period is mandated by the Civil Code, viz: "Article 13. x x x In computing a period, the first day shall be excluded and the last day included."
- Ensure all information are consistent across all documents. Inconsistencies or errors may lead to disapproval or may require prior correction or submission of additional documentary evidence as basis of correct entries, upon discovery, if errors are merely clerical in nature.





## 8. Filing of Petitions under R.A. 9048 (Correction of Entry)

This covers the process of correcting entries within the limitations of R.A. 9048. The total processing time is the total time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., if the Philippine Statistics Authority (PSA) exceeds their total time, per specifications in the IRR; or if the petition is migrant-type and another Civil Registry Office is involved. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office

Type of Transaction:  Who may avail:  CHECKLIST OF REQUIREMENTS  1. Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued  Highly-technical (Quasi-judicial)  G2C – Government to Citizen  Persons whose Certificate of Live Birth, Marriage or Death are registered in San Pedro, Laguna.  WHERE TO SECURE  Philippine Statistics Authority Outlet
Type of Transaction:  Who may avail:  CHECKLIST OF REQUIREMENTS  1. Erroneous PSA Certificate of Live Birth, Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued  Persons whose Certificate of Live Birth, Marriage or Death arregistered in San Pedro, Laguna.  WHERE TO SECURE  Philippine Statistics Authority Outlet
Who may avail:  CHECKLIST OF REQUIREMENTS  1. Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued
1. Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued
1. Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued
Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued
Birth/Marriage or Death (1 original and 3 photocopies)  2. At least 2 valid government-issued
(1 original and 3 photocopies)  2. At least 2 valid government-issued
photocopies)  2. At least 2 valid government-issued
2. At least 2 valid government-issued
government-issued
I.D.'s of erroneous
document-owner (1 Client's Personal File
original and 3
photocopies)
3. Current-year
Community Tax
Certificate of petitioner Treasury Office, City/Municipal Hall
(1 original and 3
photocopies)
Additional, if document-owner of erroneous certificate is married:
1. PSA Certificate of
Marriage of erroneous
document-owner (1 Philippine Statistics Authority Outlet
original and 3 photocopies)
Additional, if document-owner has children:
1. PSA Certificate of
Live Birth of erroneous
document-owner's Philippine Statistics Authority Outlet
children (1 original and
3 photocopies)
Additional, if document-owner is deceased:
1. PSA Certificate of
Death of erropeous
document-owner (1 Philippine Statistics Authority Outlet
original and 3





photocopies)	
	declared by the petitioner, at least 3 of the following may
	on the degree of kinship and type of error:
Baptismal Certificate	
of erroneous document-	
owner or its equivalent	Polizious establishment where the coremony was hold
in other religions (1	Religious establishment where the ceremony was held
original and 3	
photocopies)	
2. Form 137	
(Elementary/High	
School) or Transcript of	
Records of erroneous	School Attended by the erroneous document-owner
document-owner (1	,
original and 3	
photocopies)	
3. NBI or Police	
Clearance of erroneous	
document-owner (1	NBI or Local Police Station of the erroneous document-
original and 3	owner's place of residence
photocopies)	
4. Voter's Registration	
Record of erroneous	
document-owner (1	Local Commission on Elections
original and 3	Local Commission on Liections
photocopies)	
5. PhilHealth, SSS or	
Pag-IBIG Member's	
Data Record of	
erroneous document-	PhilHealth, SSS or Pag-IBIG Branches
owner(1 original and 3	
photocopies)	
6. Old Medical Records	
of erroneous document-	Client's Personal File
owner (1 original and 3	
photocopies)	
7. Affidavit/Sworn Statement of	
	Notary Public
Explanation executed	
by the erring declarant	
8. PSA Certificate of	
Live Birth, Marriage or	
Death of erroneous	
document-owner's	Philippine Statistics Authority Outlet
parents, grandparents,	
children or siblings (1	
original and 3	
photocopies)	
9. At least 2 valid	Client's Personal File
government-issued	





I.D.'s of individuals
whose PSA documents
are submitted as
documentary evidence
in the petition (1 original
and 3 photocopies)

Additional, for representative:

1. Special Power of Attorney executed by the erroneous document-owner or their nearest surviving kin, granting the representative authority to file and sign a petition to correct entries in their COLB, as well as to secure and receive the Certification of Filing and Certificate of Finality of their petition. Attach at least 1 valid I.D. of the representative and the issuing individual to the SPA

Notary Public

SPA.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all documentary requirements agreed upon during inquiry, including the requirement list.	1. Check for completeness of documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.	None	15 minutes	Records Officer I Or Bookbinder IV LCRO
	1.1. If deemed compliant, issue the order of payment and prepare the petition form and notice of posting.	None	20 minutes	Records Officer I Or Bookbinder IV LCRO
2. Pay the Filing Fee at	2. Instruct the client to double-	PHP 1,000.00	5 minutes	Records Officer I Or Bookbinder IV





the City Treasurer's Office and return to the Civil Registry Office to	check all entries.	(R.A. 9048 – Correction of Entry)		LCRO
check and sign your petition and retrieve your claim stub.	2.1 Administer oath to the petitioner as to the truth and veracity of the content of their petition.	None	10 minutes	Local Civil Registrar LCRO
	2.2 Once the petition signed by the client, release the Claim Stub and give instructions on follow-ups and process flow once their petition is transmitted to PSA.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
	2.3 Commence the 10-day mandatory posting for petitions on the following day at the Civil Registry Bulletin Board, pursuant to R.A. 9048.	None	10 days and 15 minutes	Records Officer I Or Bookbinder IV LCRO
	2.4 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
(0)	2.5 Final assessment and signature, denoting the	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO





	TOTAL:	PHP 1,000.00	25 days, 1 hour and 30 minutes	
Certificate of Finality of your petition.	Certificate of Finality, and relay the schedule of reproduction of documents in security paper, per Philippine Statistics Authority.			
3. Present your claim stub to retrieve the	3. Check claimant for identification, release the	None	5 minutes	Clerk IV or Job Order LCRO
	Civil Registrar General in PSA has been furnished to the Local Civil Registry Office, prepare the Certificate of Finality.			LCRO
	petitions to PSA for affirmation or impugnment.  2.7 Once the decision of the	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV
	2.6 Prepare weekly transmittals of	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
	approval of the petition at the			



## 9. Filing of Petitions with Publication Requirement under R.A. 10172 (Correction of Sex and/or Day and/or Month of Birth) or R.A. 9048 (Change of First Name)

This covers the process of correcting a person's declared sex and/or day and/or month of birth in the Certificate of Live Birth within the limitations of R.A. 10172 (Correction of Sex and/or Day and/or Month of Birth) and R.A. 9048 (Change of First Name). The total processing time is the total time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., client may opt, against our advice, to go straight to a publisher; or the newspaper of the client's choosing may have their own publication schedule; or if the Philippine Statistics Authority (PSA) exceeds their total time, per specifications in the IRR. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office. Factors that may affect the release date of the Certificate of Finality include the client's compliance with the publication requirement as the publication cannot commence prior to filing and no decision may be validly rendered without proof of successful publication (Affidavit of Publication and Newspaper Clippings) without contest, per R.A. 9048 IRR and PSA's compliance with R.A. 9048's IRR. Per R.A. 9048 and R.A. 10172 IRR, petitions for Correction of Sex require the personal appearance of the document owner. Representatives are not allowed.

Office/Division:	City Civil Registrar's Office
Classification:	Highly-technical (Quasi-Judicial)
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Persons whose Certificate of Live Birth are registered in San Pedro, Laguna.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Erroneous PSA Certificate of Live Birth/Marriage or Death (1 original and 3 photocopies)	Philippine Statistics Authority Outlet
2. Baptismal Certificate of erroneous document-owner or its equivalent in other religions (1 original and 3 photocopies)	Religious establishment where the ceremony was held
3. Form 137 (Elementary/High School) or Transcript of Records of erroneous document-owner (1 original and 3 photocopies)	School Attended by the erroneous document-owner
4. NBI Clearance of erroneous document-owner (1 original and 3	NBI





5. Police Clearance of erroneous document-owner (1 original and 3 photocopies)  6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous document-owner (1 original and 3 photocopies)  Local Police Station of the erroneous document-owner's place of residence  Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)  Notary Public (Affidavit of Non-Employment)  Local Commission on Elections
erroneous document- owner (1 original and 3 photocopies)  6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document- owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous document- owner (1 original and 3 photocopies)  Local Police Station of the erroneous document-owner's place of residence  Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)
owner (1 original and 3 photocopies)  6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous of residence  Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)
photocopies)  6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document- owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous  Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)
6. Certificate of Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document- owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous
Employment (if employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous  Place of work of erroneous document-owner (Certificate of Employment)  Notary Public (Affidavit of Non-Employment)
employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (Dertificate of Employment)  Notary Public (Affidavit of Non-Employment)  7. Voter's Registration Record of erroneous
employed) / Affidavit of Non-Employment (if unemployed) of erroneous document-owner (Dertificate of Employment)  Notary Public (Affidavit of Non-Employment)  7. Voter's Registration Record of erroneous
Non-Employment (if unemployed) of erroneous document-owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous
unemployed) of erroneous document- owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous
erroneous document- owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous
owner (1 original and 3 photocopies)  7. Voter's Registration Record of erroneous
photocopies) 7. Voter's Registration Record of erroneous
7. Voter's Registration Record of erroneous
Record of erroneous
document owner (1   Local Commission on Elections
original and 3
photocopies)
8. PhilHealth Member's
Data Record of
erroneous document- PhilHealth
owner (1 original and 3
, ,
photocopies)  9. SSS Member's Data
Record of erroneous
original and 3
photocopies)
10. Pag-IBIG Member's Data Record of
erroneous document-
owner (1 original and 3
photocopies)
13. At least 2 valid
government-issued
I.D.'s of erroneous Client's Personal File
document-owner (1
original and 3
photocopies)
14. Current-year
Community Tax
Certificate of petitioner Treasury Office, City/Municipal Hall
(1 original and 3
photocopies)
15. Affidavit of
Publication with  Newspaper Climpings (4) Publisher of the Client's choosing
Newspaper Clippings (4
originals)
Additional, for Correction of Sex
1. Certification of Sex





	issued by the City			
	Health Officer (1			
	original and 3			
	photocopies)			
	2. Old Medical Records			
	of the erroneous			
	document-owner (1	Client's Personal File		
	original and 3			
	photocopies)			
		-owner of erroneous certificate is married:		
	<ol> <li>PSA Certificate of</li> </ol>			
	Marriage of erroneous			
	document-owner (1	Philippine Statistics Authority Outlet		
	original and 3			
	photocopies)			
	Additional, if document	-owner has children:		
	1. PSA Certificate of			
	Live Birth of erroneous			
	document-owner's	Philippine Statistics Authority Outlet		
	children (1 original and			
	3 photocopies)			
	Additional, if document	-owner is deceased (Not applicable for Correction of Sex):		
	1. PSA Certificate of			
	Death of erroneous			
	document-owner (1	Philippine Statistics Authority Outlet		
	original and 3			
	photocopies)			
Additional, if representative (Not applicable for Correction of Sex):				
	1. Special Power of			
	Attorney executed by			
	the erroneous			
	document-owner or			
	their nearest surviving			
	kin, granting the			
	representative authority			
	to file and sign a			
	petition to correct			
	entries in their COLB,			
	as well as to secure and	Notory Dublic		
	receive the Certification	Notary Public		
	of Filing and Certificate			
	of Finality of their			
	petition. Attach at least			
	1 valid I.D. of the			
	representative and the			
	issuing individual to the			
	SPA.			





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all documentary requirements agreed upon during inquiry, including the requirement list.	1. Check for completeness of documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.	None	15 minutes	Records Officer I Or Bookbinder IV LCRO	
	1.1. If deemed compliant, issue the order of payment and prepare the petition form, notice of posting and Notice for Publication.	None	20 minutes	Records Officer I Or Bookbinder IV LCRO	
2. Pay the Filing Fee at the City Treasurer's Office and return to the Civil Registry	2. Instruct the client to double-check all entries.	PHP 3,000.00 (R.A. 9048 and R.A. 10172	5 minutes	Records Officer I Or Bookbinder IV LCRO	
Office to check and sign your petition and retrieve your claim stub.	2.1 Administer oath to the petitioner as to the truth and veracity of the content of their petition.	None	10 minutes	Local Civil Registrar LCRO	
	2.2 Once the petition signed by the client, release the Claim Stub and Notice for Publication and give instructions on submission of	None	10 minutes	Records Officer I Or Bookbinder IV LCRO	
100	the Affidavit of Publication and			10	





	Newspaper clippings, follow- ups and process flow once their petition is transmitted to PSA.			
	2.3 Commence the 10-day mandatory posting for petitions on the following day at the Civil Registry Bulletin Board, pursuant to R.A. 9048.	None	10 days and 15 minutes	Records Officer I Or Bookbinder IV LCRO
	2.4 Retrieve posted documents on the day following the 10 <sup>th</sup> day of posting.	None	10 minutes	Records Officer I Or Bookbinder IV LCRO
	2.5 Once the Affidavit of Publication and Newspaper clippings have been submitted, conduct final assessment and signature, denoting the approval of the petition at the local level.	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
	2.6 Prepare weekly transmittals of petitions to PSA for affirmation or impugnment.	None	5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO
400				16





	TOTAL:	PHP 3,000.00	25 days, 1 hour and 30 minutes	
3. Present your claim stub to retrieve the Certificate of Finality of your petition.	3. Check claimant for identification, release the Certificate of Finality, and relay the schedule of reproduction of documents in security paper, per Philippine Statistics Authority.	None	5 minutes	Clerk IV Or Job Order
	2.7 Once the decision of the Civil Registrar General in PSA has been furnished to the Local Civil Registry Office, prepare the Certificate of Finality.		5 days (R.A. 9048 IRR)	Records Officer I Or Bookbinder IV LCRO



## 10. Issuance of Certified True Copies of Birth, Marriage and Death Certificates

This covers the process of securing Certified True Copies of birth, marriage and death certificates. Nearest surviving kin, as defined in R.A. 9994: Nearest surviving relative refers to the legal spouse who survives the deceased senior citizen: Provided, that where no spouse survives the decedent, this shall be limited to relatives in the following order of degree of kinship: children, parents, siblings, grandparents, grandchildren, uncles and aunts.

Office/Division:	City Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Document-owners or the nearest surviving kins of the document-owners, as defined in R.A. 9994.
CHECKLIST OF	WHERE TO SECURE
REQUIREMENTS	WHERE TO SECURE
1. At least 2 valid	
government-issued	
I.D.'s of document-	Client's Personal File
owner (1 original and 1	
photocopy)	
Additional, for represen	ntative:
1. Authorization Letter	
executed by the	
document-owner or	
their nearest surviving	
kin, granting the	
representative authority	
to file and sign a	
petition to correct	
entries in their COLB,	
as well as to secure	
and receive the	Client's Personal File
Certification of Filing	
and Certificate of	
Finality of their petition.	
Attach at least 1 valid	
I.D. of the	
representative and the	
issuing individual to the	
Authorization Letter. (1	
original and 1	
photocopy)  2. At least 2 valid	
government-issued I.D.'s of the	Client's Personal File
The state of the s	
representative (1	





original and 1 photocopy)		
3. Affidavit of Kinship		
stating they are the		
nearest surviving kin of		
the document-owner, if		
the person issuing	Notary Public	
authorization letter is		
not the document-		
owner. (1 original and 1		
photocopy)		

photocopy)				
CLIENT	AGENCY	FEES TO	PROCESSING	PERSON/S
STEPS	ACTION	BE PAID	TIME	RESPONSIBLE
1. Fill-out the request form by the window of the Civil Registrar's Office and submit the same, together with the documentary requirements.	1. Ascertain authority of the requesting party. And ensure the document being requested is registered in San Pedro.	None	5 minutes	Assistant Registration Officer Or Messenger Or Job Order LCRO
2. Pay fee/s at the City Treasurer's Office	2. Issue the order of payment and instruct the client to pay at the City Treasurer's Office.	PHP 100.00	5 minutes	Assistant Registration Officer Or Messenger Or Job Order LCRO
	2.1 Prepare the Certified True Copy.	None	15 minutes	Assistant Registration Officer Or Messenger Or Job Order LCRO
	2.2 Affix signature, denoting certification is on file with the Civil Registrar's Office.	None	5 minutes	Local Civil Registrar; Local Legislative Staff Officer III Or Records Officer I Or Clerk IV Or Assistant Registration Officer LCRO
3. Present your receipt at the Civil Registry	3. Release the Certified True Copy/ies requested to	None	5 minutes	Assistant Registration Officer Or Messenger Or Job Order LCRO





Window to claim your Certified True Copy/ies.	the client.			
	TOTAL:	PHP 100.00	35 minutes	





# 11. Issuance of Certified Transcriptions of Birth (Form 1A), Marriage (Form 3A) and Death (Form 2A)

This covers the process of securing Certified Transcriptions of Birth (Form 1A), Marriage (Form 3A) and Death (Form 2A).

Office/Division:	City Civil Registrar's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Document-owners or the nearest surviving kins of the		
	document-owners, as defined in R.A. 9994.		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
1. At least 2 valid			
government-issued I.D.'s	Client's Personal File		
of document-owner (1			
original and 1 photocopy)	1		
Additional, for representat  1. Authorization Letter	ive:		
executed by the document- owner or their nearest			
surviving kin, granting the			
representative authority to			
file and sign a petition to			
correct entries in their			
COLB, as well as to secure			
and receive the	Client's Personal File		
Certification of Filing and			
Certificate of Finality of			
their petition. Attach at			
least 1 valid I.D. of the			
representative and the			
issuing individual to the			
Authorization Letter. (1			
original and 1 photocopy)			
2. At least 2 valid			
government-issued I.D.'s	Client's Personal File		
of the representative (1	Shortes i stocilar i no		
original and 1 photocopy)			
3. Affidavit of Kinship			
stating they are the			
nearest surviving kin of the			
document-owner, if the			
person issuing	Notory Dublic		
authorization letter is not	Notary Public		
the document-owner. (1			
original and 1 photocopy)			





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Fill-out the request form by the window of the Civil Registrar's Office and submit the same, together with the documentary requirements.	1. Ascertain authority of the requesting party. And ensure the document being requested is registered in San Pedro.	None	5 minutes	Process Server Or Messenger Or Job Order LCRO
2. Pay fee/s at the City Treasurer's Office	2. Issue the order of payment and instruct the client to pay at the City Treasurer's Office.	PHP 100.00	5 minutes	Process Server Or Messenger Or Job Order LCRO
	2.1 Prepare the Certified True Copy.	None	15 minutes	Process Server Or Messenger Or Job Order LCRO
	2.2 Affix signature, denoting certification is on file with the Civil Registrar's Office.	None	5 minutes	Local Civil Regsitrar; Records Officer I Or Clerk IV Or Assistant Registration Officer LCRO
3. Present your receipt at the Civil Registry Window to claim your Certified True Copy/ies.	3. Release the Certified True Copy/ies requested to the client.	None	5 minutes	Process Server Or Messenger Or Job Order LCRO
	TOTAL:	PHP 100.00	35 minutes	



#### 12. Supplemental Reporting of Information

This covers the process of supplying additional information to Certificates of Live Birth, Marriage or Death, within the scope of PSA Memoramdum Circular No. 2007-004. The total processing time consumed by the office of the City Civil Registrar exclusive of acts beyond the office's control, e.g., PSA response time, or the client may opt, against our advice, to not submit the Supplemental Report to PSA right away. The total time consumed does not necessarily reflect the time consumed by the Civil Registry Office.

Registrar's Office
togical at a miss
vernment to Citizen
hose Certificate of Live Birth, Marriage or Death
ered in San Pedro, Laguna.
WHERE TO SECURE
Statistics Authority Outlet
ersonal File
Office, City/Municipal Hall
eous certificate is married:
Statistics Authority Outlet
dren:
Statistics Authority Outlet
ased:
Statistics Authority Outlet
Statistics Authority Outlet
petitioner, at least 3 of the following may be
inship and type of error:
establishment where the ceremony was held
Columnistinient where the oblemony was neid





		PHILIP
	(1 original and 3 photocopies)	
	2. Form 137 (Elementary/High School) or	School Attended by the erroneous document-owner
	Transcript of Records of document-owner (1 original	
	and 3 photocopies)	
Ī	3. NBI or Police Clearance of	NBI or Local Police Station of the erroneous document-
	document-owner (1 original	owner's place of residence
	and 3 photocopies)	
	4. Voter's Registration	Local Commission on Elections
	Record of document-owner	
	(1 original and 3	
ŀ	photocopies)	Dhill lealth CCC or Day IDIC Prenches
	5. PhilHealth, SSS or Pag- IBIG Member's Data Record	PhilHealth, SSS or Pag-IBIG Branches
	of document-owner(1 original	
	and 3 photocopies)	
ŀ	6. Old Medical Records of	Client's Personal File
	document-owner (1 original	
	and 3 photocopies)	
İ	7. Affidavit/Sworn Statement	Notary Public
	of Explanation executed by	
	the declarant	
	8. PSA Certificate of Live	Philippine Statistics Authority Outlet
	Birth, Marriage or Death of	
	document-owner's parents,	
	grandparents, children or	
	siblings (1 original and 3	
-	photocopies)  9. At least 2 valid	Client's Personal File
	government-issued I.D.'s of	Cilett's Fersonal File
1	individuals whose PSA	
	documents are submitted as	
	documentary evidence in the	
	petition (1 original and 3	
	photocopies)	
	Additional, for representative	e:
	1. Special Power of Attorney	Notary Public
	executed by the document-	
	owner or their nearest	
	surviving kin, granting the	
	representative authority to	
	file and sign a petition to correct entries in their COLB,	
	as well as to secure and	
	receive the Certification of	
	Filing and Certificate of	
	Finality of their petition.	
	Attach at least 1 valid I.D. of	





the representative and the issuing individual to the SPA.

issuing individual to the SPA.					
CLIENT S	TEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit a documenta requirementa agreed upoduring inquincluding the requiremental agreemental agreemental agreed upoduring including the requiremental agreemental agreement	ry ts n iry, e	1. Check for completeness or documentary evidence and whether entries in documentary evidence are consistent with that which is being claimed to be the correct entry.		15 minutes	Assistant Registration Officer LCRO
		1.1. If deemed compliant, issue the order of payment and prepare the affidavit.	None	30 minutes	Assistant Registration Officer LCRO
2. Pay the I Fee at the O Treasurer's and return	City Office	2. Instruct the client to double-check all entries		5 minutes	Assistant Registration Officer LCRO
Civil Regist Office to ch and sign yo petition and retrieve you claim stub.	ry eck our I	2.1 Administer oath to the petitioner as to the truth and veracity of the content of their affidavit and sig denoting notary.		10 minutes	Local Civil Registrar LCRO
		2.2 Discuss the process flow once their supplemental report is transmitted to PSA.	None	15 minutes	Assistant Registration Officer LCRO
3. Claim yo copy of the Supplement Report Transmittal	tal	3. Check claimant for identification, release one set of Affidavit for Supplemental Report,	None	5 minutes	Assistant Registration Officer LCRO





per Philippine Statistics Authority.	PHP 500.00	1 hour and 20 minutes	
documentary evidence and transmittal letter, and relay the schedule of reproduction of documents in security paper,			



### 13. Legitimation

Legitimation is the process of allowing the child, whose parents were not married at the time of birth, but has a subsequent marriage, to use the surname of the father.

Office/Division:	City Civil Registrar's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Non-Marital children of parents who eventually got married
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA Copy Certificate of Live Birth (COLB) (1 Original Copy)     PSA Copy of Certificate of Marriage     PSA Certificate of No Marriage of Father and Mother	Any outlet of the Philippine Statistics Authority (PSA)
4. PSA Copy of Certificate of Death of Deceased Parent	
5. Community Tax Certificate (CTC) of Parents and Valid IDs	City Government of San Pedro

IDS.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE
1. Submit all documents listed above to personnel assigned.	1. Check for completeness of documents submitted.	None	1 minute	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
	1.1 Check for the correctness of entries.	None	2 minutes	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
	1.2 Conduct final assessment of the document submitted.	None	2 minutes	Assistant Registration Officer Or Local Legislative Staff Officer III LCRO
2. Pay for the Legitimation Fee	2. If all is deemed compliant, issue the order of payment.	PHP 500.00		Assistant Registration Officer Or Local Legislative Staff Officer III LCRO





of Legitimation upon being called by the staff.	Affidavit of Legitimation	Php	40 Minutes	Legislative Staff Officer III LCRO
Claim your copy of Affidavit	3. Release of complete set of	None	5 minutes	Assistant Registration Officer or Local
	2.3 Administer an oath to the parents as the truth and veracity of the content of their affidavit.	None	10 minutes	Local Civil Registrar LCRO
	2.1 Prepare the Affidavit of Legitimation, Birth-Available Form (Form 1A), Annotated COLB and certified true copy of requirements.	None	20 minutes	Local Civil Registrar LCRO





#### 14. Advance Endorsement of Civil Registry Documents

This service covers the endorsement of the copy of Certification of Live Birth (COLB), Certificate of Death (COD), Certificate of Marriage (COM), to Philippine Statistics Authority by the City Civil Registrar Office (CCRO) ahead of the regular schedule of submission of civil registry documents which is done on or before the 10<sup>th</sup> day of the month following the CRD respected month of registration.

This is requested by document owner, parents or nearest of kin in the case of COD who are in a hurry to obtain the PSA Copy of Civil Registry Document registered.

Advance endorsement is applicable only to CRDs, that has not been endorsed during the regular monthly schedule of submission and usually done immediately after registration at the City Civil Registrar's Office.

Office/Division:	City Civil Registrar's Office		
Classification:	Simple		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Non-Marital children of parents who eventually got married		
CHECKLIST OF	WHERE TO SECURE		
REQUIREMENTS			
1. Registered Copy of	City Civil Registrar's Office		
Certificate of Live Birth			
(COLB), Certificate of			
Marriage (COM), or			
Certificate of Death (1			
Original Copy)			
2. Valid ID of the requesting	Requesting Party		
party (1 Original Copy, 1			
Photocopy)			

i notocopy)	1 hotocopy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON/S RESPONSIBLE	
1. Submit all documents listed above to personnel assigned.	1. Check for completeness of documents submitted.	None	10 minutes	Assistant Registration Officer Or Messenger LCRO	
	1.1 Prepare letter of endorsement for advance copy and annotate the certified true copy of registered document.	None	20 minutes	Assistant Registration Officer Or Messenger LCRO	
40)	1.2 Sign and certify the documents.	None	10 minutes	Local Civil Registrar LCRO	





2. Pay the filing fee at the City Treasurer's Office	2. Instruct the client to double-check all entries.	PHP 500.00	15 minutes	Assistant Registration Officer Or Messenger LCRO
and return to the Civil Registry Office.	2.1 Discuss the process flow once the certificate of advance endorsement has been prepared and released to client.	None	10 minutes	Assistant Registration Officer Or Messenger LCRO
	TOTAL:	PHP 500.00	55 Minutes	